

**Section 11.3 FUNCTIONS MENU****Labor and Equipment Distribution Adjustments  
From CB (Coding Block) Tab**

|            |   |
|------------|---|
| Purpose    | This section provides the procedures to display posted distribution transactions by using the <b>From CB</b> tab.   |
| Tabs       | From CB Tab   |
| Reminders  | <ol style="list-style-type: none"> <li>1. The From CB tab is accessed through the Functions, Labor <u>D</u>istribution or Equipment Distribution Adjustment items on the menu bar.</li> <li>2. The From CB tab allows a user to enter a specific coding block and pay period to display a list of posted distribution transactions on the Transaction Detail tab. The window consists of a From CB Selection Criteria window for selecting appropriate data and the following bottom tabs: <ul style="list-style-type: none"> <li>■ Selected From CB</li> <li>■ Comments</li> </ul> <p>The Select From CB tab is automatically activated when the From CB top tab is selected. Once the selection criteria is entered, a comment must be entered explaining why the adjustment is necessary. If a comment is not entered, a warning message is displayed to remind the user.</p> </li> <li>3. The Labor/Equipment Distribution Adjustment windows contain the same Selection Criteria except for the following: <ul style="list-style-type: none"> <li>■ The Labor Distribution Adjustment, From CB Selection Criteria window displays a field for an employee's Social Security Number.</li> <li>■ The Equipment Distribution Adjustment, From CB Selection Criteria window displays fields for Equipment Group and Equipment Number.</li> </ul> </li> </ol> |
| References | <i>No Specific References</i>   |

## From CB Tab - Labor Distribution Adjustment

The following window is displayed when the From CB tab or the New button is clicked from the Selection tab of the Labor Distribution Adjustment window. The steps are described on the following pages.

The screenshot shows the 'Labor Distribution Adjustment' window with the 'From CB' tab selected. The window title is 'DCDS 03.01.02'. The menu bar includes File, Edit, Options, Functions, Params, Reports, Window, and Help. The window has five tabs: Selection, From CB (active), Transaction Detail, To CB, and Review. Below the tabs, it shows 'Adjustment No: 0' and 'Status: New'. The 'From CB Selection Criteria' section contains the following fields: Dept (01), Agy, TKU, From PP Ending (4), To PP Ending (5), SSN (--), Name, Adjustment Effective Date (MM/DD/YYYY), AY, Index, PCA, Grant, Ph (10), AG1, Project, Ph, AG2, AG3, Multi, Appropriation, Fund, and Object Code. At the bottom, there are buttons for 'Select From CB', 'Comments', 'Submit', 'New', 'Delete', 'Save', and 'Close'. A circled '12' is in the top right corner of the window, and a circled '11' is next to the 'Comments' button.

## From CB Tab - Equipment Distribution Adjustment

The following window is displayed when the From CB tab or New button is clicked from the Selection tab of the Equipment Distribution Adjustment window. The steps are described on the following pages.

The screenshot shows the 'Equipment Distribution Adjustment' window with the 'From CB' tab selected. The window title is 'DCDS 03.01.02'. The menu bar includes File, Edit, Options, Functions, Params, Reports, Window, and Help. The window has five tabs: Selection, From CB (active), Transaction Detail, To CB, and Review. Below the tabs, it shows 'Adjustment No: 0' and 'Status: New'. The 'From CB Selection Criteria' section contains the following fields: Dept (01), Agy, TKU, From PP Ending, To PP Ending, Equipment Group (7), Equipment Number (8), Adjustment Effective Date (MM/DD/YYYY), AY, Index, PCA, Grant, Ph, AG1, Project, Ph, AG2, AG3, Multi, Appropriation, Fund, and Object Code. At the bottom, there are buttons for 'Select From CB', 'Comments', 'Submit', 'New', 'Delete', 'Save', and 'Close'. A circled '8' is next to the 'Equipment Number' field.

**DCDS Input Procedures - From CB Tab**

Follow the steps below to select coding blocks that are to be adjusted.

| Step   | Field Name      | Action   |
|--|-----------------|--|
| <b><i>The following applies to <u>Labor and Equipment</u> Distribution Adjustments</i></b> |                 |  |
| 1  | Department*     | Select the appropriate department number from the dropdown list or enter the department number. The first department the user has access to is the default.<br><br><b>Note:</b> When a department has been selected all valid agencies for the department will be displayed in the agency dropdown list. |
| 2  | Agy*            | Select the appropriate agency number from the dropdown list or enter the agency number. The first agency the user has access to is the default.  |
| 3  | TKU             | Select the Timekeeping Unit (TKU) number from the dropdown list or enter the TKU number, if the adjustment is for a specific TKU.  |
| 4  | From PP Ending* | Enter the pay period ending date to mark the start of the pay period for which the labor distribution adjustment needs to be made.   |
| 5  | To PP Ending*   | Enter the pay period ending date to mark the end of the pay period for which the labor distribution adjustment needs to be made.   |
| <b><i>The following applies to <u>Labor</u> Distribution Adjustments</i></b>               |                 |  |
| 6  | SSN/Name        | Enter the employee's Social Security Number, if the adjustment is for a specific employee. The employee's name will automatically be displayed.  |

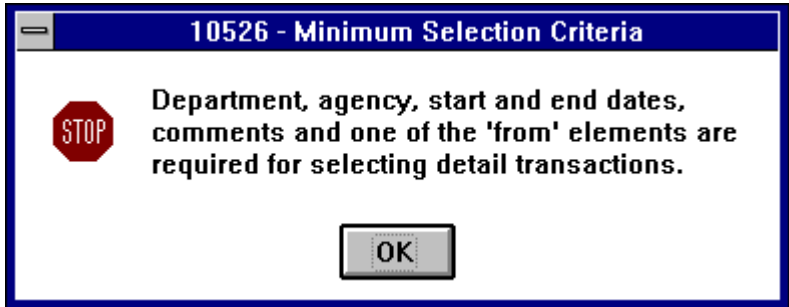
*\*indicates a required field that must be entered*

**From CB Tab**

| Step   | Field Name                | Action  |
|--|---------------------------|---|
| <b><i>The following applies to <u>Equipment</u> Distribution Adjustments</i></b>           |                           |   |
| 7  | Equipment Group           | Select the equipment group or enter the group, if the adjustment is for a specific group.   |
| 8  | Equipment Number          | Select the equipment number or enter the equipment number, if the adjustment is for a specific piece of equipment.  |
| <b><i>The following applies to <u>Labor and Equipment</u> Distribution Adjustments</i></b> |                           |   |
| 9  | Adjustment Effective Date | <p>Enter the adjustment effective date in the following format:<br/>MM/DD/YYYY (i.e. 10/31/2000)</p> <p><b>Note:</b> If this format isn't followed the transaction(s) will reject in the Relational Standard Accounting and Reporting System (R★STARS). This date is used by R★STARS as the effective date of the transaction. If the field is left blank the date will be pre-filled with the current date during batch processing.</p>  |
| 10   | Coding Block Elements*    | <p>Select the coding block element(s) to be adjusted from the dropdown list. The dropdown list displays all the elements for the specified department and agency.</p> <p><b>Note:</b> At least one coding block element must be entered as part of the selection criteria. If selecting transactions by entering an Index and PCA number, you must enter the last two digits of the transaction's appropriation year. Appropriation Year is not required when entering specific project, grants, etc.</p> |

*\*indicates a required field that must be entered*

**From CB Tab**

| Step | Field Name             | Action  |
|------|------------------------|---|
| 11   | Comments tab*          | <p>Click on the Comments bottom tab to enter comments for the purpose of the adjustment. If comments are not entered, the following warning message displays to remind the user to enter comments on the Comments bottom tab. Click the OK button.</p>  |
| 12   | Transaction Detail tab | <p>Click on the Transaction Detail tab to display the Labor Distribution Adjustment Detail window where a list of transactions can be selected for this adjustment.</p>   |

*\*indicates a required field that must be entered*